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TO : Chairman, CIA Selection Board 17 November 1955

SUBJECT : Cancellation of Membership in the Career Staff

REFERENCE: Career Staff Selection Criteria (15 November 1954)

1. PROBLEM: To establish procedures for removal from the Career Staff of those members who fail to maintain the standards established for membership.
2. ASSUMPTIONS:
 - a. There will be members of the Career Staff whose membership should be cancelled for various and sufficient reasons.
 - b. It is necessary to establish procedures for supervisors, Heads of Operating Components, Heads of Career Services, Examining Panels, and the CIA Selection Board to permit the removal from the Career Staff in an orderly and equitable manner of individuals who no longer qualify for membership.
3. FACTS:
 - a. There are individuals who have failed to maintain the standards established for membership in the Career Staff. In certain cases
 - (1) it has been impractical to initiate procedures leading to termination of employment or
 - (2) the sub-standard factor has not been deemed sufficient to warrant termination.
4. DISCUSSION:
 - a. The principal work load of the CIA Selection Board at present is to grant membership in the Career Staff to those persons who have applied for membership and to screen out those applicants who do not meet the criteria established by the CIA Selection Board and CIA Career Council. A screening process should also be used for members who subsequently fail to maintain the standards established for membership in the Career Staff.

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- b. Regulation [REDACTED] recently approved by the CIA Selection Board and by the CIA Career Council, establishes the policy that removal from the Career Staff will take place in appropriate cases. When an individual becomes eligible for membership in the Career Staff, procedures have been established to review the suitability of the individual to determine if he meets the standards of Job Performance, Personal Conduct, and Evidence of Intent to accept the obligations inherent in Career Staff membership. However, no procedures have been established to review periodically the suitability of individual members to determine if they still meet the established standards. At the present time, it would not be feasible to review the entire membership of the Career Staff on a continuing basis to determine if each member still meets the standards, nor has it ever been anticipated that there would be a scheduled periodic review of the suitability of each member. Therefore, other procedures have to be established to "select out" of the Career Service.
- c. An individual's supervisor, the head of an Operating Component, the Head of the individual's Career Service, and the seven offices of record (Personnel, Security, Medical, Training, Comptroller, Inspector General, and Inspection and Review) are the focal points within the Agency that will be in a position to know if an individual, at any time, fails to uphold the standards established for membership in the Career Staff. The burden should be placed on the individual's chain of command for recommending to the CIA Selection Board through the Head of the appropriate Career Service that the membership of the individual should be cancelled.
- d. If the responsibility is placed on the individual's chain of command and on his Career Service, as in c. above, the following procedures could be followed:
 - (1) When a supervisor, or Head of an Operating Component, or Head of a Career Service believes that an individual's performance or conduct or intent has fallen below the acceptable standards for membership in the Career Staff, to such an extent that the membership should be cancelled, he will so

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recommend to the CIA Selection Board. Such a recommendation would be received by the Board only if endorsed, pro or con, by the Head of the appropriate Career Service. The pertinent information may have come from the supervisory relationship or from any one of the seven offices of record.

- (2) The Selection Board will direct that an Examining Panel review the case and interview the individual concerned, subject to the concurrence of the Director of Security.
- (3) The Executive Director of the Selection Board will request the seven offices of record to comment on the recommendation.
- (4) An Examining Panel, assembled in accordance with Regulation [REDACTED] will review all pertinent information, interview the individual concerned and such other persons as it may deem necessary, and present its recommendations to the Selection Board in a Finding.
- (5) A copy of the Finding will be sent to the Head of the appropriate Career Service for his comment before the Selection Board acts on the recommendation of the Examining Panel.
- (6) The Selection Board will make the final determination.
- (7) The Head of the appropriate Career Service may appeal to the Director of Central Intelligence to set aside the determination of the Selection Board within 10 working days, otherwise the determination becomes final.
- (8) The individual concerned will be notified through the Head of his Career Service by classified memorandum of the decision of the Selection Board.

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5. CONCLUSION: Satisfactory procedures can be devised to screen out of the Career Staff, when necessary, those members who fail to maintain standards established for membership in the Career Staff.
6. RECOMMENDATIONS: It is recommended
 - a. that the procedures for selection out of the Career Staff as discussed in paragraph 4 above be approved by the CIA Selection Board.
 - b. that the CIA Career Council be requested to review and approve the procedures.



Executive Director
CIA Selection Board

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